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RESTRICTED
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 25-1

11 April 1952

SUBJECT: TRAINING RECORDS AND REGISTRATION

1. POLICY

The following policies shall govern the administration of the Records and Registration functions of OTR:

a. All CIA personnel selected for training either in Agency facilities provided by OTR or in approved non-CIA facilities will be subject to OTR Records and Registration procedures.

b. Training registration procedures of OTR shall provide a centralized registration system. Such procedures will be designed to insure that:

(1) Proper distribution of announcements and class schedules is made.

(2) Personnel selected meet established prerequisites for the course in question.

(3) The capacity of any given course is not exceeded.

(4) Course Chiefs are given, sufficiently in advance of starting dates of courses, information concerning enrollments and materials required for the administration of the course, such as photographs, copies of Training Requests, etc.

c. A centralized training records system shall be established within OTR to include all training requests, selection board actions, class rosters, student evaluations and, as appropriate, class papers, student notes and related materials.

2. RESPONSIBILITIES

a. The Chief, Records and Registration Section is responsible for the Records and Registration activities of OTR in accordance with the policies stated above. This Officer is further responsible for the preparation of routine and special reports on training activities as may be required.

b. All Staffs and Divisions of OTR will cooperate with the Records and Registration Section in carrying out its responsibilities.

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3. PROCEDURES

Detailed procedures for each particular course or group of related courses will be issued in separate OTR Regulations.



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MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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RESCISSION: OTR Regulation No. 25-7,
dated 21 February 1955

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1. PURPOSE

This Instruction provides policy, identifies responsibilities, and describes procedures for the handling and disposition of research papers prepared by students in OTR's courses and in Agency-sponsored external courses.

2. POLICY

It is OTR policy that student research papers be made available to students in other courses, to other components of the Agency, and, as appropriate, to other U.S. Government offices. The release of such research papers must be consistent with current security practices. The Director of Training, in coordination with other Agency components as required, approves the release of student research papers outside the Agency.

3. RESPONSIBILITIES

a. Chief of Schools

(1) Determine

(a) Those research papers of value to others outside their
Schools; and,

(b) the appropriate distribution of the papers.

(2) Approve the release of ~~all~~/student research papers within the
Agency.

(3) Coordinate the release of all student research papers and bibliographies of research papers with the authors and the appropriate authorities in other Agency offices.

b. OTR Records Management Officer (RMO)

- (1) Establishes and maintains a central file of student research papers organized according to course titles;
- (2) Prepares and distributes bibliographies of available research papers in such form and at such intervals as he may deem advisable or at the recommendation of a Chief of School;
- (3) Reproduces and distributes copies of research papers as directed by the Director of Training or a Chief of School.

4. PROCEDURES

a. The Chief of School forwards the papers selected for the collection to the OTR/RMO along with the following information:

- (1) A bibliography which gives for each paper the author, title, an abstract, a statement of the need to protect the author's true name, and the author's approval for release of the paper.
- (2) Recommendations for the release of the bibliography and its associated papers.

b. The OTR/RMO will

- (1) organize and file the research papers in a Course Research File;
- (2) periodically publish and distribute bibliographies of the research paper collection;
- (3) reproduce the research papers in quantities indicated by a Chief of School and distribute them as recommended by a Chief of School.

c. All requests for research papers must be sent to the appropriate Chief of School for proper coordination and approval.

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OFFICE OF TRAINING REGULATION NO. 40-2

4 March 1957

SUBJECT: [] Pouching Procedure

RESCISSION: OTR Regulation No. 40-2, dated 1 February 1957

1. GENERAL

This regulation establishes procedures to be followed in the shipment of mail [] These procedures do not apply to TOP SECRET materials.

2. PROCEDURES

a. PREPARATION OF MAIL BY ORIGINATOR:

- (1) All items will be consolidated by the originator into as few packages as possible and forwarded by hand or OTR Courier to the OTR Message Center, 1104 Alcott Hall. CIA Courier channels will not be used.
- (2) Only packages exceeding 4"x12"x24" will be double-wrapped. All other packages should be single-wrapped. Double-wrapped packages will show classification and addressee on the inner wrapper, and "Special Services Officer" on the outer wrapper. Single-wrapped packages will show addressee and classification on the wrapper.
- (3) Special arrangements for shipment of large or unusual items should be made with the Supply and Services Officer, OTR.
- (4) A Pouch Manifest (Form No. 255a) will be prepared in quadruplicate by the originator and attached to the outer wrapper of each package.

b. PROCESSING OF MANIFESTS

- (1) The OTR Courier or Message Center Clerk will receipt the pink copy of the manifest and return it to the originator. The yellow copy will be retained as a suspense copy. The white and blue copies will be enclosed in a single opaque envelope for delivery to the Special Services Officer, [] The total number of mail manifests will be noted on the passenger manifest.
- (2) The blue copy of the manifest will be receipted by the Special Services Officer, [] and returned to the OTR Message Center. The white copy will be retained at []

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OFFICE OF TRAINING REGULATION NO. 10-2

- (3) Upon return of the receipted manifest [redacted] the
OTR Message Center will forward the yellow copy to the origin-
nator, indicating that the item has been received [redacted]

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[redacted]
MATTHEW BAIRD
Director of Training

Attachment:

Completed sample copy of Pouch Manifest (Form 255a).

Distribution:

All OTR School, Staff and Branch Chiefs

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